

Office of Statewide Health Planning and Development

OSHPD Exam Bulletin

CALIFORNIA
STATE
GOVERNMENT



CEA 2 – DEPUTY DIVISION CHIEF, FACILITIES DEVELOPMENT DIVISION

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

POSITION: Deputy Division Chief, Facilities Development Division (FDD) – CEA 2 (Sacramento)

FINAL FILING DATE: July 17, 2007

SALARY RANGE: \$7558 - \$10,174

Duties and Responsibilities: Under general direction of the Deputy Director, Facilities Development Division (FDD), the Deputy Division Chief is the manager responsible for providing policy direction in planning, organizing and directing the work of the Division's Sacramento Office Architectural/Engineering Section Plan Review and Architectural/Engineering Section Field Review Program and staff, including oversight of the Seismic Retrofit Program. The Deputy Division Chief's duties include, but are not limited to, the following:

- Formulates, develops and implements policies related to enforcement of the Hospital Facilities Seismic Safety Act and participates in development of Title 24, California Building Standard Code.
- Makes frequent independent policy judgments to assure attainment of the Division's broad safety objective.
- Advises and makes recommendations to the FDD Deputy Director, Department Director, California Health and Human Services Agency, the State Legislature and the Governor's Office on health facility construction issues.
- Makes final decisions with respect to the most sensitive and complex issues or disputes between design professionals, hospital owners and Division staff.
- Provides policy direction to architects, engineers, contractors, hospital officials, skilled nursing facilities officials, and others concerning architectural design, engineering and construction issues relating to health care facility construction and design alteration.
- Responsible for planning, organizing and directing the work of the Sacramento Office program and staff within the Architectural/Engineering Section Plan Review and Architectural/Engineering Section Field Review and the Seismic Retrofit Program for hospitals providing a policy framework within which professional staff can propose operational decisions.
- Provides leadership and oversight to supervisory staff.
- Implements and enforces the Division's policies and procedures.
- Participates in upper management planning, including, but not limited to, fiscal, strategic, long-term, resource needs, recruiting and hiring for the FDD.
- Prepares and/or reviews workload needs and staff analyses and related personnel, fiscal management and systems analyses for the Sacramento Office Architectural/Engineering Section Plan Review, Architectural/Engineering Section Field Review Program and the Seismic Retrofit Program.
- Represents the Division in meetings and conferences with outside architectural and engineering firms, professional organizations, construction and other industry associations, and state, federal, and local government agencies, individual committees and staff of the State Legislature.
- Attends and participates in all meetings of the Hospital Building Safety Board quarterly and ad hoc committee meetings and/or other committees or group projects.
- Acts on behalf of the Deputy Director, FDD in the Deputy Director's absence.

MINIMUM QUALIFICATIONS: Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

Knowledge Skills and Abilities: Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

Knowledge of: The organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating teams; techniques for continuous process improvement and maintaining quality customer service; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques, including employee enablement and empowerment; the department's or agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in the EEO Program.

Ability to: Plan, organize, and direct the work of multidisciplinary and multicultural professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's EEO objectives.

These knowledges and abilities are expected to be obtained from supervisory/administrative experience in a line or staff activity, including the administration and evaluation of program policies.

DESIRABLE QUALIFICATIONS:

- Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment.
- Demonstrates a commitment to the Office's and Division's mission, vision, and goals.
- Maintains a current, comprehensive working knowledge of codes, regulations, policies, interpretations, materials, and methods of construction applicable to specific areas of enforcement. Demonstrates a commitment to self-improvement and technical expertise.
- Displays good judgment in job-related activities and decisions and consults with staff as necessary to make sound decisions.
- Demonstrates a commitment to performing work in a confidential manner, when appropriate.
- Demonstrates a commitment to performing duties in a service-oriented manner. Establishes and maintains effective, cooperative relationships with those contacted in the course of work. Communicates well with others and handles sensitive issues with tact and diplomacy.

DESIRABLE CHARACTERISTICS:

1. Creativity and Innovation – Applies new ways of thinking; has the ability to solve problems, create new ideas, and develop new approaches to achieve OSHPD’s mission.
2. Vision – Understands the context and mission of OSHPD both internal and external; has the awareness of OSHPD’s critical issues, and anticipates and influences the future; has the ability to organize for success; understands how to facilitate functional needs and structure to achieve strategic plans.
3. Credibility and Integrity – Understands internal and external customers and has a true desire to build credibility; has the ability to make decisions and be accountable for those decisions.
4. Teamwork – Cooperates to achieve OSHPD’s mission, goals and values, and encourages diversity of opinions.
5. Communications – Has a clear expression of ideas, thoughts, and expectations; and is an active and empathic listener; understands that people process information differently; takes initiative to build relationships and understands cultural differences.
6. Staff Development – Recognizes that people are OSHPD’s most valuable resource; can identify and define the needs of OSHPD, attract the appropriate candidates, evaluate, and select the most qualified people; takes the time to develop and encourage staff to achieve their true potential.

EXAMINATION INFORMATION: A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used to fill the position of **Deputy Division Chief, Facilities Development Division** with the **OSHPD**. Applications will be retained for twelve months.

The examination process may consist of two phases. **Phase One** – an application, resume and statement of qualification rating. **Phase Two** – a Qualification Appraisal Interview, which may include a structured question or a written proficiency test. The application will be screened on the basis of the preceding minimum and desirable qualifications. Based on the competitive group, the most qualified candidates may be scheduled for a hiring interview.

FILING INSTRUCTIONS: All interested applicants must file a standard State application (Form 678), a resume with references, and a statement of qualifications. Applications submitted without a statement of qualifications will be eliminated from the examination process. The statement of qualifications should be typed, and no more than three pages in length, and is a separate discussion from the application and/or resume. The statement of qualifications should include a discussion with specific examples that describe how the applicant’s education, experience, knowledge, skills, and abilities relate to the minimum and desirable qualifications as well as the desirable characteristics for this position.

All materials must be received by the Examination Unit by the final file date. Applications postmarked, personally delivered, faxed or received via interoffice mail after 5:00 p.m. on the final file date of July 17, 2007, will not be accepted.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A “Statement of Qualifications”. The Statement of Qualifications serves as a documentation of each candidate’s ability to present information clearly and concisely in writing, and should be typed and no more than three pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications submitted without a statement of qualifications will be eliminated from the examination process. The application, Statement of Qualification and resume must be submitted by the final filing date to:

OSHPD Human Resources Services Office
1600 9th Street, Room 435
Sacramento, California 95814
Attention: Christina Lopez
(916) 654-1823

SPECIAL TESTING: If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION: If you meet the minimum requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The Office of Health Planning and Development reserves the right to revise the examination plan to better meet the needs and service if the circumstances change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones: (800) 735-2929, from Voice phones: (800) 735-2922.